



**Division of Vocational Rehabilitation**

*Florida Department of Education*

# STAR Program Training

*For School Districts*





# STAR Program Training for School Districts

- STAR Program Introduction
- New VR Role
- School District Roles and Responsibilities
- Navigation through the STAR Program Portal
- Making STAR Program Referrals through the STAR Web Form





# Pre-Employment Transition Services

## Provide:

- Soft skills
- Appropriate behaviors
- Hands-on work experiences

## Leading to:

- Career pathways
- Skills for the 21<sup>st</sup> Century workforce

## Under WIOA, VR is able to serve Youth with disabilities:

- Without requiring an application
- Without requiring eligibility





# Pre-Employment Transition Services

- **Career Exploration Counseling** – which includes skills, abilities, aptitudes, interest assessments, and postsecondary options
- **Work Readiness Training** – which is a 20 hour course that focuses on employability and work-readiness skills
- **Community-Based Work Experiences** – which include hands-on training for employability skills
- **Self-Advocacy Training**– which is a product-driven 2-part course that teaches students how to speak up for themselves and make decisions about their own lives.





# Pre-Employment Transition Services

Career Exploration Counseling	Work Readiness Training	Community-Based Work Experiences	Self-Advocacy Training
Providing insight through:	Teaches students to:	Allows students to:	Focuses on:
Aptitude Assessments	Write a resume	Apply and practice soft and social skills	Self-awareness
Interest Assessments	Interview properly	Gain an idea of work	Understanding your rights
Comprehensive Vocational Evaluation	Search and apply for jobs online	Develop work skills	Setting goals
On-the-Job Evaluation	Find and complete job applications	Build relationships	Requesting reasonable accommodations
Discovery I	Manage employers contacts	Identify work accommodations	Becoming career ready
Discovery II	Handle conflict	Acquire job references	Developing an action plan
Postsecondary options	Navigate public transportation		Learning to advocate for yourself
	Review employee benefits, if needed		





# STAR Program Participation Requirements

- Ages **15 through 21**
- In **high school** or
- Pursuing a **postsecondary education or training** (trade school, college, university)
- Must have an **IEP** or **504 Plan**
- Not a current VR applicant or customer





# Youth Services Are Available Until A STAR Participant:

- Is no longer interested in receiving STAR Services
- Exits secondary and is not pursuing postsecondary education
- Exits postsecondary education or training program
- Applies to VR for additional services





# The STAR Participant

## **Self-Directed**

- Postsecondary education or training
- Supported employment
- Time-limited treatment

## **Requiring Supports**

- Job placement assistance
- Employment related Assistive technology and devices
- Transportation





# STAR Program Page

## RehabWorks.org




Division of Vocational Rehabilitation  
Florida Department of Education

HOME | ABOUT US | PROGRAMS | CUSTOMERS | EMPLOYERS | VENDORS | REHAB COUNCIL



### Programs

**Transition Youth**

- Transition Brochures
- Transition Youth Resources
- STAR Program
- Transition Youth FAQs
- TPCA Training
- Deaf, Hard of Hearing, and Deaf-Blind Services
- Deaf Resource Links
- Supported Employment
- Ticket to Work
- Independent Living Program
- IL Background Screening
- IL Technical Assistance and Training
- IL Partners

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### VR Office Directory

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Find us on:





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Google™ Custom

## STAR PROGRAM

Under the Workforce Innovation and Opportunity Act (WIOA), Pre-Employment Transition Services must be offered to students with disabilities without requiring them to apply for, or be determined eligible for, these services.

WIOA established VR as the primary agency for preparing youth with disabilities for employment while the youth are still in high school or attending post secondary school (trade, college, or university). VR will deliver specific Pre-Employment Transition Services including:

- Career Exploration Counseling
- Work Readiness Training
- Community-Based Work Experiences
- Self-Advocacy

The students are not traditional VR customers, but have been referred to VR by school districts for limited (pre-employment) services.

### Building Careers for Transition Students

This brochure includes information about traditional VR and the STAR Program, so you can select the program that's right for you. Both offer pre-employment transition services that will prepare you for your new career.

- [Building Careers for Transition Students \(PDF\)](#)
- [Building Careers for Transition Students \(RTF\)](#)
- [Construyendo Carreras Para Alumnos de Transición \(PDF\)](#)
- [Construyendo Carreras Para Alumnos de Transición \(RTF\)](#)
- [Devlopman Karyè Pou Etidyan Ki nan Tanzisyon \(PDF\)](#)
- [Devlopman Karyè Pou Etidyan Ki nan Tanzisyon \(RTF\)](#)



### STAR Referral Portal Coming Soon!

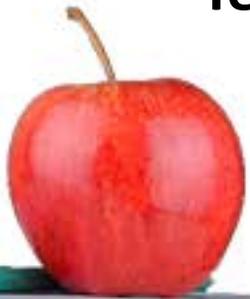




# **The STAR Users: New VR Role and Responsibilities**

## **VR Youth Tech**

- **Request services in STAR**
- **Liaison between VR and School**
- **Meet regularly with School District Representatives**
  - **Referral Consultation**
  - **Technical Assistance**





# STAR Portal Introduction

[Star.RehabWorks.org](http://Star.RehabWorks.org)

The screenshot shows the login page for the Student Transition Activities Record (STAR) portal. The page has a dark blue header with the VR logo and the text "Student Transition Activities Record". Below the header is a light blue background with a white login form. The form is titled "Login" and includes a padlock icon. The instructions "Enter username and password to log on:" are displayed above the input fields. The "Username" field is labeled "Username (This is your assigned Email Address.)" and has a red callout box pointing to it with the text "Your user name is your email address." The "Password" field is labeled "Password" and has a red callout box pointing to it with the text "You will be prompted to change your password the first time you log in." Below the input fields are two buttons: "Login" and "Forgot Password". At the bottom of the page, there is a copyright notice: "Copyright © FL.DOE VR Star - Student Transition Activities Record 2016".

VR Student Transition Activities Record

Login

Enter username and password to log on:

Username (This is your assigned Email Address.)

Your user name is your email address.

Username...

Password

You will be prompted to change your password the first time you log in.

Password...

Login Forgot Password

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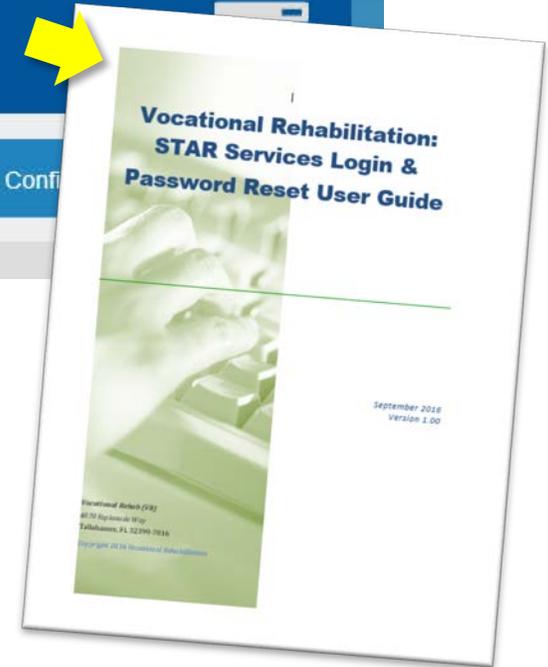




# STAR Portal Introduction

## Star.RehabWorks.org

A screenshot of the STAR portal's user interface. At the top, a dark blue header contains the 'WR' logo, the text 'Student Transition Activities Record', and navigation links for 'Account', 'Contact Us', and 'Help'. On the right side of the header, it says 'Welcome! Sheila Ward'. Below the header, a light green banner displays the message 'Profile has been updated successfully.' with a close button (X). A dropdown menu is open, showing 'User Guide' and 'Login Guide' options. The main content area is titled 'STAR Services' and includes a note: 'Denotes required field.' Below this, a horizontal navigation bar features six buttons: '1. Home', '2. Student', '3. School', '4. Accommodation', '5. Services', and '6. Conf'. The '5. Services' button is highlighted in a darker blue.





# The STAR Users: School District Roles and Responsibilities

- Points of Contact (POC)
- School District Representatives (SDR)





# The District Point of Contact

**Points of Contact** - “technical” liaisons between the schools and VR

- Create and troubleshoot user accounts for School District Representatives





# The School District Representative

- **School District Representatives** - refer students within their schools for STAR services
- Identifies students with implemented IEPs and 504 Plans
- Provides STAR Program information to students and parents/guardians
  - Brochure
  - Website
  - Contact information for local office or Sheila Ward
- Obtains signatures on Parent Permission to Make an Agency Referral
- Enter and submit STAR Services Web Form (Referral) for each student



**If you are unsure if STAR is the right program for a particular student, contact your local office prior to submitting the STAR Referral.**



# The Point of Contact Dashboard on STAR Web Portal

The screenshot shows the 'Account Management' section of the STAR Web Portal. At the top, there is a navigation bar with the VR logo, the text 'Student Transition Activities Record', and links for 'Change or Update your own account information.', 'Account', 'Contact Us', and 'Help'. Below this is the 'Account Management' header with a user profile icon and the instruction 'Manage the registered user accounts:'. A summary bar shows 'Users: 5' with a callout box explaining it as the number of users currently registered in the district. To the right is a 'Register User' button with a callout box 'Create a NEW user account.'. Below the summary is a table with columns for Name, School District, Email, and Phone #. The table contains five rows, all with 'LEON' in the School District column. To the right of the table are 'Edit' and 'Delete' buttons for each row, with a callout box 'Edit or Delete an existing user.' pointing to them. At the bottom, there is a copyright notice: 'Copyright © FL.DOE.VR.Star - Student Transition Activities Record 2016'.

VR Student Transition Activities Record

Change or Update your own account information. Account Contact Us Help

### Account Management

Manage the registered user accounts:

Users: 5 ← How many users you currently have registered in your district.

Create a NEW user account. Register User

Name	School District	Email	Phone #	Edit	Delete
	LEON				

Edit or Delete an existing user.

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# Registering New School District Representatives (User Accounts)

**VR** Student Transition Activities Record *TEST Region* Account ▾ Contact Us ▾ Help

## Register User

Please enter the user's information:

**School District**  
LEON ▾

**Username**  
Email Address...

**Title** ▾ **First Name** First Name... **Middle Initial(s)** Middle Initials... **Last Name** Last Name...

**Phone Number** Phone #... **Extension** Phone Extension #...

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# Editing School District Representatives (User Accounts)

VR Student Transition Activities Record

Change or Update your own account information. Account Contact Us Help

### Account Management

Manage the registered user accounts:

Users: 5 ← How many users you currently have registered in your district.

Create a NEW user account. Register User

Name	School District	Email	Phone #	Edit	Delete
	LEON				

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Edit or Delete an existing user.





# The STAR (Referral) Web Form for School District Representatives

The screenshot shows the STAR Services Web Form interface. At the top, there is a navigation bar with the VR logo and the text "Student Transition Activities Record". To the right of the logo are four links: "The Account link" (with a red circle 2), "Account -", "Contact Us -" (with a red circle 3), and "Help" (with a red circle 4). Below the navigation bar is a blue header with "STAR Services" and "The STAR Services Web Form" (with a red circle 1). A horizontal menu below the header contains six items: "1. Home" (highlighted in blue), "2. Student", "3. School", "4. Accommodation", "5. Services", and "6. Confirmations". The main content area has a heading "Welcome to Student Transition Activities Record" followed by a paragraph of text explaining the WIOA and the STAR system. Below this is a form section titled "Social Security #" with a text input field labeled "Enter 9-digit Social Security #" and a blue "Verify SSN" button. At the bottom right of the form are "Previous" and "Next" buttons. A copyright notice at the very bottom reads "Copyright © FL-DOE VR Star - Student Transition Activities Record 2016".





# The STAR (Referral) Web Form for School District Representatives

STAR Services

• Denotes required field.



1. Home

2. Student

3. School

4. Accommodation

5. Services

6. Confirmations





# The Student Tab of the STAR (Referral) Web Form

**VR** Student Transition Activities Record Account - Contact Us - Help

## STAR Services

\* Denotes required field.

1. Home   **2. Student**   3. School   4. Accommodation   5. Services   6. Confirmations

### Student Information

* First Name	<input type="text" value="Enter First Name"/>	* Zip Code	<input type="text" value="Enter Zip Code"/>
* Last Name	<input type="text" value="Enter Last Name"/>	* Address 1	<input type="text" value="Enter Address 1"/>
* DOB	<input type="text" value="Enter Date of Birth"/>	Address 2	<input type="text" value="Enter Address 2"/>
* Phone #	<input type="text" value="Enter Phone #"/>	* City	<input type="text" value=""/>
* Gender	<input type="text" value="Male"/>	State	Florida
E-Mail	<input type="text" value="Enter E-Mail Address"/>	* County	<input type="text" value=""/>

[Previous](#)   [Next](#)

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# The School Tab of the STAR (Referral) Web Form

**VR** Student Transition Activities Record Account ▾ Contact Us ▾ Help

## STAR Services

\* Denotes required field.

1. Home   2. Student   **3. School**   4. Accommodation   5. Services   6. Confirmations

### School District Representative

* Title	<input type="text" value="Enter Title/Position"/>	* Phone #	<input type="text" value="Enter Phone #"/>
* First Name	<input type="text" value="Enter First Name"/>	* School	A. CRAWFORD MOSLEY HIGH SCHOOL ▾
* Last Name	<input type="text" value="Enter Last Name"/>		

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# The Accommodations Tab of the STAR (Referral) Web Form



**VR** Student Transition Activities Record Account ▾ Contact Us ▾ Help ▾ **Welcome! Sonyia Boydston**

### STAR Services

\* Denotes required field.

1. Home   2. Student   3. School   **4. Accommodation**   5. Services   6. Confirmations

#### Request for Accommodation

<input type="checkbox"/> American Sign Language interpreter required.	<input checked="" type="checkbox"/> Foreign language interpreter required.
<input type="checkbox"/> Assistive listening device required.	If yes, please explain. <input type="text"/>
<input checked="" type="checkbox"/> Translated documents required.	<input checked="" type="checkbox"/> Other accommodations required.
If yes, please explain. <input type="text"/>	If yes, please explain. <input type="text"/>

[Previous](#)   [Next](#)

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# The Services Tab of the STAR (Referral) Web Form

The screenshot displays the STAR (Referral) Web Form interface. At the top, there is a dark blue header with the WR logo, the text "Student Transition Activities Record", and navigation links for "Account", "Contact Us", "Help", and "Welcome!". Below the header is a light blue bar indicating the "DEVELOPMENT Region". The main content area has a dark blue background with the title "STAR Services" and a note: "Denotes required field." Below this is a horizontal navigation bar with six tabs: "1. Home", "2. Student", "3. School", "4. Accommodation", "5. Services" (which is highlighted in a darker blue), and "6. Confirmations". The "Transition Youth Services" section is displayed below the tabs, containing the text: "This referral is only a request for the services you may select below. Please select at least one from the following services that may be available." followed by four unselected checkboxes with their respective descriptions:

- Career Exploration Counseling:** Includes skills, abilities, aptitudes, interest assessments, and postsecondary counseling.
- Work Readiness Training:** A 20-hour course that focuses on employability and work-readiness skills.
- Community Based Work Experiences:** Includes hands-on training for employability skills.
- Self-Advocacy:** A two-part course that teaches students how to speak up for themselves and make decisions about their own lives.





# The Confirmations Tab of the STAR (Referral) Web Form

WR Student Transition Activities Record Account Contact Us Help

## STAR Services

\* Denotes required field.

1. Home 2. Student 3. School 4. Accommodation 5. Services 6. Confirmations

### Review the Information

<p>Student</p> <p>Name: Awesome McAwesomesauce, MALE DOB / Phone #: 2/22/2004 / (850)123-6589 Address: 221B Baker Street Tallahassee , Leon , Florida 32308 E-Mail:</p> <p><a href="#">Edit Student</a></p>	<p>School</p> <p>Services</p> <p>Work Experience</p> <p><a href="#">Edit Services</a></p>
Accommodations	

### Confirmations

By checking this box the school district representative attests that they have the signed and dated written consent of the parent, guardian, or age of majority student to make this referral.

[Previous](#) [Finish](#)

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# The “Action” buttons of the STAR (Referral) Web Form

WR Student Transition Activities Record Account Contact Us Help

## STAR Services

\* Denotes required field.

1. Home 2. Student 3. School 4. Accommodation 5. Services 6. Confirmations

### Review the Information

<p>Student</p> <p>Name: Awesome McAwesomesauce, MALE DOB / Phone #: 2/22/2004 / (850)123-6589 Address: 221B Baker Street Tallahassee , Leon , Florida 32308 E-Mail:</p> <p>Edit Student</p>	<p>School</p> <p>Services</p> <p>Work Experience</p> <p>Edit Services</p>
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Accommodations

### Confirmations

By checking this box the school district representative attests that they have the signed and dated written consent of the parent, guardian, or age of majority student to make this referral.

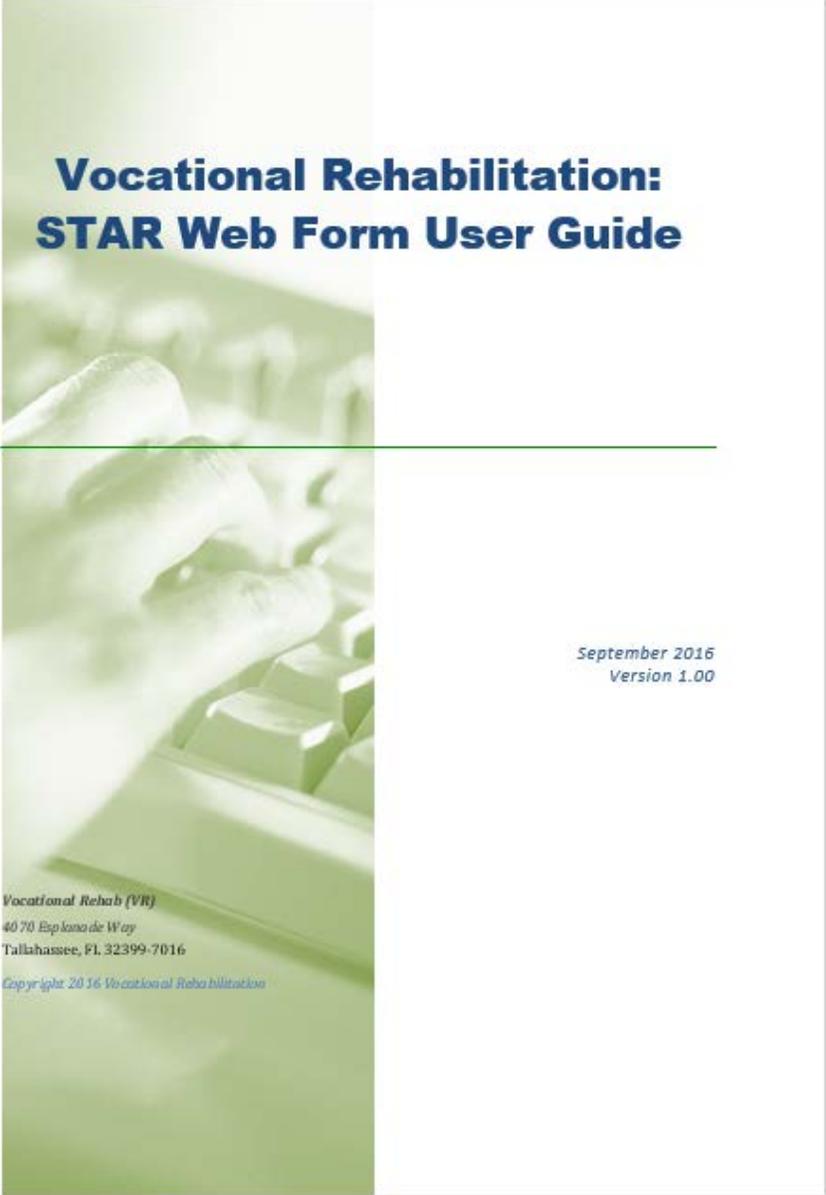
Previous Finish

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# The STAR (Referral) Web Form User Guide

The cover features a vertical green-tinted photograph of hands typing on a keyboard. The title is in bold blue text, and the date and version are in a smaller blue font. Contact information and copyright are at the bottom.

## Vocational Rehabilitation: STAR Web Form User Guide

September 2016  
Version 1.00

Vocational Rehab (VR)  
4070 Espalona de Way  
Tallahassee, FL 32399-7016

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# User Registration

[Star.RehabWorks.org](http://Star.RehabWorks.org)

The screenshot shows the login interface for the Student Transition Activities Record system. The page has a dark blue header with the VR logo and the text "Student Transition Activities Record". The main content area is a light blue box titled "Login" with a lock icon in the top right corner. Below the title, it says "Enter username and password to log on:". There are two input fields: "Username (This is your assigned Email Address.)" and "Password". Below the password field are two buttons: "Login" and "Forgot Password".

Annotations on the left side of the form:

- A red box with the text "Your user name is your email address." has a red arrow pointing to the Username input field.
- A red box with the text "You will be prompted to change your password the first time you log in." has a red arrow pointing to the Password input field.

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# The STAR Referral Process

- Revisit the VR Referral Process
- Incorporate STAR Referrals
- Meet regularly to provide progress updates

## VR and School District VR Referral Process

This document is designed to assist both parties in understanding what is happening through the process.

Description	Responsibility
In preparation for the Start of the School Year	
Communicate updated staff names and contact information.	VR Staff and School District Point Person
Schedule a meeting in each district to include school district staff, school point person and VR to review process and to discuss calendar of events happening where VR should be present.	VR Staff and School District Point Person
Identify students with disabilities (who have IEP or 504 Plan) or suspected disability who may need services and connect them with VR at the age of 15 and beyond.	School Point Person
Contact the student and parent getting permission to refer student to VR. Obtain a <b>written release and waiver</b> from the parent (or age of majority student) authorizing the school district to connect the student with the appropriate agency and share documents. <b>Documents must include required signatures.</b>	School point Person
Contact VR Staff to provide IEP meeting dates or months that IEP meetings will occur.	School Point Person
Schedule time each month for VR staff to have access to office space to meet with school transition team, students and families. Send written parent/student notice/invite.	School District Point Person and VR Staff

Tradition VR Pathway Referrals





# *Thank You!*

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*For STAR Program Assistance*

*Sheila Ward, M.ED.*

*800-451-4327*

*VRTransitionYouth@vr.fl DOE.org*

